General Cooperative Education	Content Guideline															
Louisiana Related Content Standards																
Standard One: Research careers and apply skills needed for initial and continued employment.																
a. Identify individual assets, interests, aptitudes, talents, and occupational abilities.																
b. Use available tools, including Internet technology, to research local, national, and global employment opportunities and qualifications.																
c. Select a career pathway, and complete a career plan.																
d. Begin a personal portfolio for employment purposes.																
e. Identify the steps to conduct a job search.																
f. Explain the job application process and complete an application form, compose a resume, and write a letter of application.																
g. Apply and interview for a job.																
h. Apply appropriate follow-up after job interview.																
i. Identify and apply workplace skills (SCANS) to maintain successful employment.																
j. Evaluate various benefit packages.																
k. Identify and define employee rights and responsibilities and review legal aspects of employment.																
l. Relate lifelong learning to employment.																
m. Define work ethics and professionalism.																
Standard Two: Develop attitudes, procedures, and skills necessary to function effectively in a variety of work situations.																
a. Select and utilize equipment and technology appropriate for successfully completing various tasks.																

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Louisiana Related Content Standards																
b. Compose and produce a variety of job- related documents using correct grammar, punctuation, and format with current and emerging technology.																
c. Use appropriate resources as needed for decision-making and problem solving.																
d. Demonstrate appropriate personal qualities and work ethics.																
e. Demonstrate effective interpersonal skills.																
f. Demonstrate responsible work ethics and business etiquette.																
g. Apply positive attitudes and communications skills.																
h. Recognize privacy issue in the business environment.																
i. Understand the consequences of unethical conduct																
j. Demonstrate procedures for treating coworkers fairly.																
k. Develop skills needed to maintain effective working relationships.																
l. Demonstrate characteristics for working effectively in teams.																
m. Understand strategies for adapting to change.																
Standard Three: Use appropriate communication skills to communicate in the working environment.																
a. Improve listening, comprehension, vocabulary, reading, and analytical skills.																
b. Demonstrate ability to use oral and interpersonal communications skills effectively.																
c. Apply standard rules of grammar and usage.																
d. Improve mechanics of writing to include: capitalization, number usage, punctuation, spelling, and proofreading.																
e. Demonstrate effective oral and written communication skills.																

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Louisiana Related Content Standards																
f. Recognize barriers to effective communication.																
g. Demonstrate proficiency in communication on a professional level.																
Standard Four: Understand the American business system in order to function as a productive citizen, consumer and worker.																
a. Explore and describe basic economic concepts and their applications.																
b. Analyze business career opportunities, and formulate a career plan.																
c. Identify consumer rights and responsibilities of consumer credit.																
d. Describe financial institutions, and interpret banking services.																
e. Discuss protection from different types of economic loss.																
f. Explain and apply the concepts of financial management to personal and business situations.																
Standard Five: Demonstrate the ability to maintain business and personal records.																
a. Maintain personal records for financial planning, banking, and taxes.																
b. Compute personal payroll and calculate personal business expenses.																
Standard Six: Apply math computational and problem-solving skills in personal, business, and consumer applications.																
a. Demonstrate competency in fundamental calculations using whole numbers, fractions, decimals, and percents.																
b. Apply fundamental knowledge to assorted business and personal financial situations.																
c. Use manual and electronic methods to perform calculations.																
d. Apply mathematical concepts to business and personal financial situations such as payroll, budget, and income tax.																
e. Solve problems presented in narrative and unarranged form.																